



Secretary of State
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Records Retention Schedule Approval Page

Schedule Number: 0461-001
Effective Date: March 4, 2002

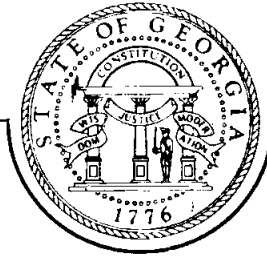
Record Series Title: Youth Development Center Client Academic Record
Files (1965-ongoing)
Retention Requirement: Temporary Record. Retain 3 years after age 18.

The above retention period is consistent with the requirement of the Georgia Records Act (O.C.G.A. §50-18-90 et seq) and complies with Criteria C for Administrative Approval.

Recommended by: Andrew S. Taylor 2-28-02
Andrew S. Taylor, Assistant Director for Records Management Date

The State Records Committee approves this recommended retention period for the named records series.

Signed: David W. Carmicheal 2/28/02
David W. Carmicheal, Secretary of State Designee Date



DEPARTMENT OF JUVENILE JUSTICE

2 Peachtree Street, N.W. Atlanta, Georgia 30303-3142
Telephone: (404)657-2410 Fax: (404) 657-2479

STATE OF GEORGIA RECORDS RETENTION SCHEDULE APPLICATION

Date: 1/23/02

Applicant: Department of Juvenile Justice

Address: 2 Peachtree Street, N.W.
5th Floor
Atlanta, Ga. 30303-3142
Tel. (404) 657-2410 Fax: (404) 657- 2427

Creating Office: Office of Education
Address: 34 Peachtree St. N.W.
Suite 2500
Atlanta, Ga. 30303

Administrator: Dr. Tom O'Rourke

Application Type: Amend: 90-0013.

Class: Individual

Series Title: YDC Client Academic Record Files.

Dates Series: 1992 – Ongoing.

Access: Confidential

Function Documented: The primary function of the education records is to provide the youths of Georgia with quality opportunity to master the student competences as adopted by the State Board of Education through instructions based on a sequenced curriculum. The State Board of Education requires that instruments, policies and procedures be made available to assess the student's progress and readiness for different programs as in Code Section 20-2-281. The teachers need these records to make appropriate decisions in student placement and to identify students with special needs. Education records must be retained until no longer needed in accordance with O.C.G.A 20-2-151; 20-2-152 to provide:

- a. Evidence of student's work product or performance.
- b. Provide a tool for teachers to place the student in the right program.
- c. To ensure the ability to provide documentation that could be instrumental in student's reintegration to the society and opportunity for employment or continuation of Education.

Curriculum Course Guides: Handbook documenting the content, objectives, and evaluation criteria for all the school courses. One copy to be retained permanently. O.C.G.A 40-2-140; 20-2-141.

Consists: Education Files consists of the admission sheet, Special Education Due Process Information, Tracking Sheet for Academic Modules, Student's class schedule (course number, course title, and teacher by period). Academic Curriculum tracking records. Copy of student's withdrawal form. Copies of requested public school records. Transfer of Student Records Log and parent notification and regional principal letter of release.

Media: Paper

Arrangement: Filed in alpha order by date of birth.

Retention

Requirement: 0

State Law: O.C.G.A 20-2-151; 20-2-152; 40-2-140; 20-2-141.

Federal Law or Regulation: 0

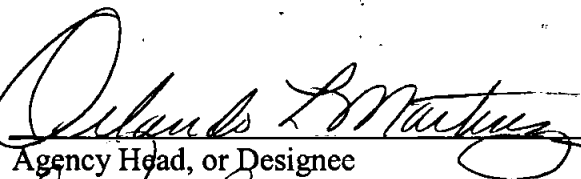
Audit period: 0

Administrative Need: 3 years after discharge (by age 18). Based on special needs by the Agency these must be kept until no longer needed. These records could be needed for decisions relating to due process hearings. O.C.G.A 20-2-984.5.

Cut off Event: Calendar Year.

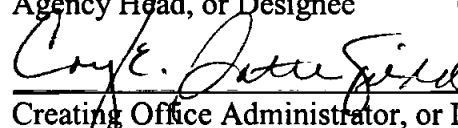
Total Retention: 3 years (after age 18)

Authorized by:


Agency Head, or Designee

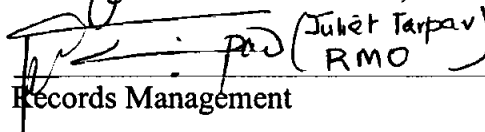
2/18/02
Date

Concur:


Creating Office Administrator, or Designee

02/18/02
Date

Submitted by:


Records Management

2/18/02
Date